DOCUMENT RESUME

ED 405 798 IR 017 829

TITLE	North Carolina Computer Skills Curriculum Lesson Plans, K-3: Terms, Operation and Care.
INSTITUTION	North Carolina State Dept. of Public Instruction, Raleigh.
PUB DATE	95
NOTE	47p.
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Class Activities; *Computer Literacy; Definitions; Glossaries; Information Technology; Instructional Materials; Instructional Program Divisions; Learning Activities; Lesson Plans; Primary Education; Public Schools; Skills; State Curriculum Guides; Vocabulary
IDENTIFIERS	Computer Use; *North Carolina

ABSTRACT

This document contains computer skills curriculum for the public schools of North Carolina; these lesson plans are designed specifically for grades K-3. Activities focus on students learning computer terminology as well as the correct use and care of computer technology. Included for each grade are descriptions of learning activities, with lists of materials needed and definitions of the vocabulary used in the lessons. Three glossaries of terms are included: (1) a complete list of vocabulary; (2) a listing according to ethical issues, terms/operations/care, and various technologies; and (3) a list of separate glossaries by grade level. (AEF)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED 405 798

Terms, Operation and Care

Computer Skills Curriculum

Terms

Booting/Starting
Computer
Disk Drive
Hardware
Keyboard
Output
Processing
Central Processing Unit (CPU)
Cursor
Diskette
Input
Monitor
Printer
Software

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

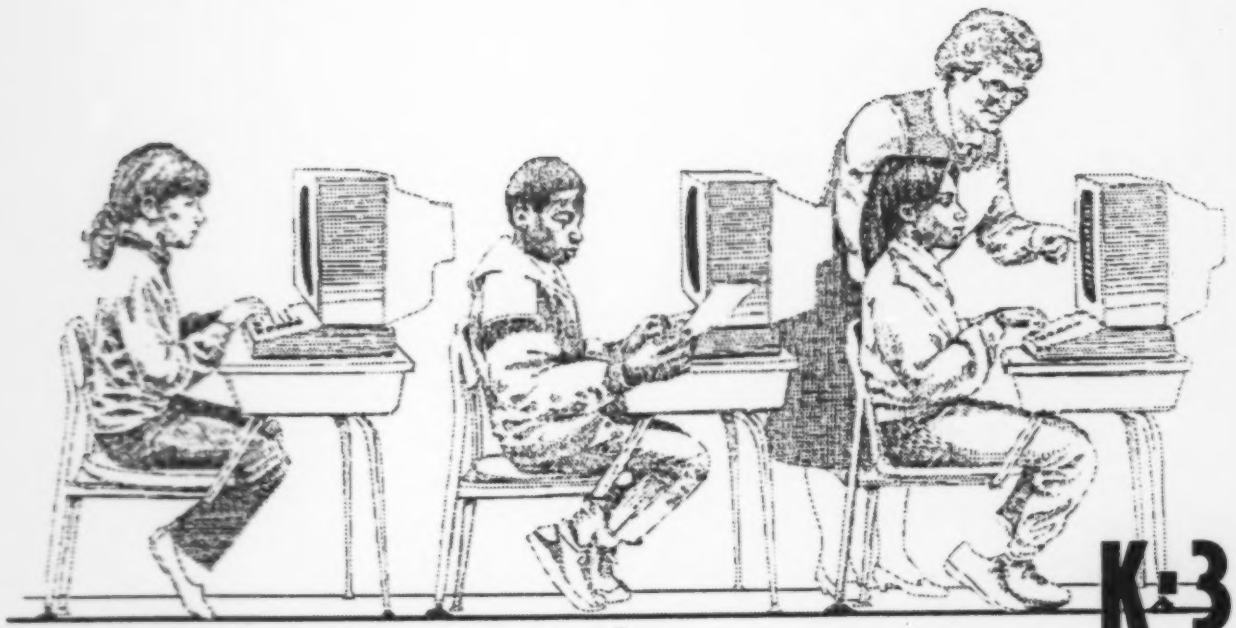
☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

E. Brumback

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."



K-3

IR017839

BEST COPY AVAILABLE

INSTRUCTIONAL TECHNOLOGIES DIVISION
PUBLIC SCHOOLS OF NORTH CAROLINA
301 NORTH WILMINGTON STREET
RALEIGH, NC 27601-2825
FAX #: 919-733-4762

TITLE: NC Computer Skills Curriculum Lesson Plans

BY: Instructional Technology (formerly Computer Services Section)
Public Schools of North Carolina

DATE: 1994-1995

Computer Skills Curriculum

K

ISSUES
SKILLS
APPLICATION

Grade: K
Competency 2.1: Identify the physical components of a computer system (e.g., monitor, keyboard, disk drive, printer).
Measure 2.1.1: Given pictures of a computer monitor, keyboard, disk drive, and printer, pick the correct picture when the name is stated by another student.

Materials Needed: Pictures of a computer system--total system and individual parts: monitor, keyboard, disk drive, printer.

Grade: K
Competency 2.3: Demonstrate correct use of a computer.
Measure 2.3.1: Contribute to a class discussion to create a list of class rules on computer care. (e.g., Complete eating before going to the computer; Press computer keys gently; Leave pencils and crayons at your desk.)

Materials Needed: Poster paper or overhead transparency; markers; overhead projector; sample rules.

Sample rules:

1. Do not eat over the computer keyboard.
2. Do not pour water or juice on the computer keyboard.
3. Do not unplug any computer cords.
4. Do not stick anything other than a diskette in the disk drive.
5. Press computer keys gently.
6. Wipe sand off of your hands before using the computer.
7. Do not put diskettes on top of the monitor or disk drive.
8. Do not sit on diskettes.
9. Do not touch the exposed areas of the diskette.
10. Hold diskettes by the label.

Vocabulary Used In These Lessons

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain.

disk drive: The device that reads from and writes to a floppy disk or hard disk.

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information.

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys.

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube.

printer: A mechanical output device that can print text, and sometimes graphics, on paper.

TERMS

Computer
Disk Drive
Keyboard
Monitor
Printer
Diskette

ISSUES
SKILLS
APPLICATION

Computer Skills Curriculum 1

Grade: 1
Competency 2.1: Identify the physical components of a computer system (e.g., monitor, keyboard, disk drive, printer).
Measure 2.1.1: Match pictures of components of a computer system (monitor, keyboard, disk drive, and printer) with printed names for the components.

Materials Needed: Pictures of components of a computer system: monitor, keyboard, disk drive, printer; cards with the names of the four components printed in large letters.

Grade: 1
Competency 2.1: Identify the physical components of a computer system (e.g., monitor, keyboard, disk drive, printer).
Measure 2.1.2: Using a software program on the identification of computer hardware, play a matching game.

Materials Needed: Pictures of components of a computer system: monitor, keyboard, disk drive, printer. Names of these components in a commercial software program or on a hypermedia stack.

Grade: 1
Competency 2.2: Identify fundamental computer terms (e.g., disk, software, hardware, booting/starting, cursor).
Measure 2.2.1: Orally describe the meaning of the terms: disk, software, hardware, booting/starting, cursor).

Materials Needed: Cards with the vocabulary words and definitions printed on them.

Grade: 1
Competency 2.2: Identify fundamental computer terms (e.g., disk, software, hardware, booting/starting, cursor).
Measure 2.1.2: As the teacher models the operation of a computer, call out terms that describe what the teacher is doing.

Materials Needed: Computer; disk/diskette.

TERMS

Computer	Diskette/Disk
Software	Hardware
Booting/Starting	Cursor
Disk Drive	Keyboard
Monitor	Printer

Vocabulary Used In This Lesson

booting: The process of loading the operating system software into memory to start up a computer. Also called *starting*.

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain.

cursor: A highlighted or bright (sometimes blinking) line or other mark that shows where information is being input; that is, where the next letter or character will appear. Sometimes the cursor is a special picture or icon.

disk drive: The device that reads from and writes to a floppy disk or hard disk.

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information.

hardware: The physical equipment of a computer, such as the screen/monitor, the keyboard, the Central Processing Unit, and the storage devices.

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys.

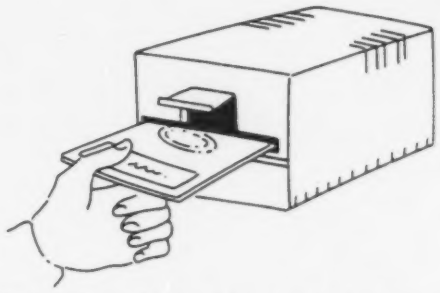
ISSUES
SKILLS
APPLICATION

Computer Skills Curriculum

1

Grade: 1
Competency 2.4: Demonstrate correct use of hardware and software.
Measure 2.4.1: Given a diskette, show how to handle it correctly.

Materials Needed: Diskette; computer to use with the diskette.



Hold the disk with the label up.
Slide in.

Grade: 1
Competency 2.4: Demonstrate correct use of hardware and software.
Measure 2.4.1: Given a keyboard, show how to press the keys correctly.

Materials Needed: Computer keyboard.

Vocabulary (continued):

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube.

printer: A mechanical output device that can print text, and sometimes graphics, on paper.

software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called *software*.

Computer Skills Curriculum 2

ISSUES
SKILLS
APPLICATION

Vocabulary Used In This Lesson

central processing unit (CPU): The main component, or "brain," of a computer. It is the chip that performs all of the information processing. The piece of hardware that contains the CPU is often called the CPU.

disk drive: The device that reads from and writes to a floppy disk or hard disk.

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information.

hardware: The physical equipment of a computer, such as the screen/ monitor, the keyboard, the Central Processing Unit, and the storage devices.

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys.

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube.

software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called *software*.

printer: A mechanical output device that can print text, and sometimes graphics, on paper.

Grade: 2
Competency 2.1: Identify the function of physical components of a computer system (e.g., monitor, keyboard, CPU, disk drive, printer).
Measure 2.1.1: Play the game, "What am I?". (e.g., One child describes the function of a computer and the other children guess the name of the device.)

Materials Needed: Cardboard cards containing the names of the physical components of a computer system: monitor, keyboard, CPU, disk drive, printer.

Grade: 2
Competency 2.6: Demonstrate correct use of hardware and software.
Measure 2.6.1: Given a worksheet of pictures that demonstrate care and handling of hardware and software, circle only the pictures which show correct use.

Materials Needed: Markers; teacher-developed worksheet or worksheet provided.

Grade: 2
Competency 2.6: Demonstrate correct use of hardware and software.
Measure 2.6.2: Explain to a classmate why it is important that sand not be near the computer.

Materials Needed: Diskette; computer to use with diskette; explanation on the danger of sand to a computer or diskette .

Dangers of Sand to a Computer

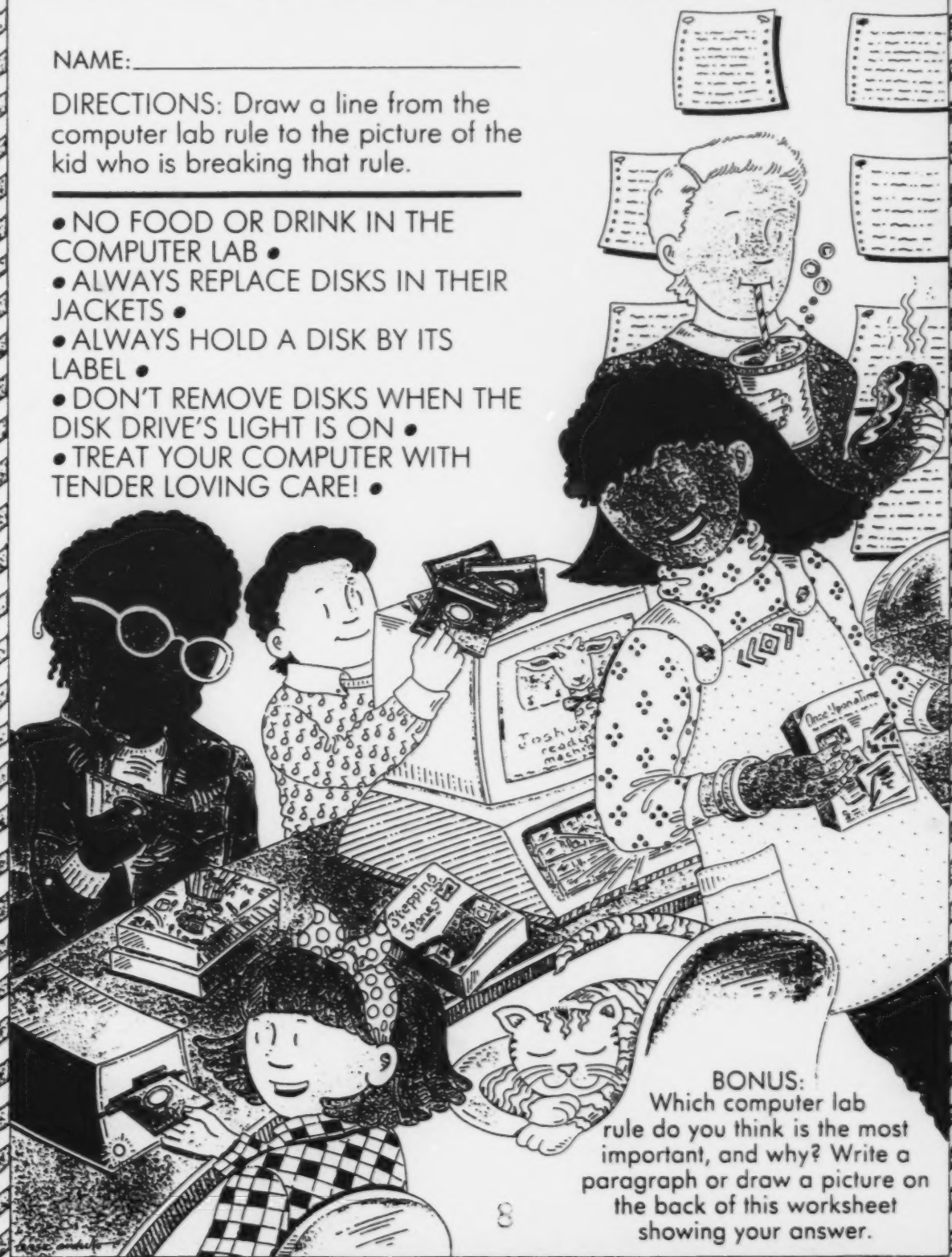
1. Sand can make the keys not work if it
   a. falls between the keys.
   b. gets under the keys.
2. Sand can scratch the monitor screen.
3. Sand can clog up the disk drive opening and not let the disk drive operate.
4. Sand can scratch the film inside of the diskette and damage the words on the diskette.
5. Sand can stop the printer from moving across the page to print a picture.

TERMS
Hardware
Software
Disk Drive
Keyboard
Monitor
Printer
CPU
Diskette

NAME:_____

DIRECTIONS: Draw a line from the computer lab rule to the picture of the kid who is breaking that rule.

- NO FOOD OR DRINK IN THE COMPUTER LAB •
- ALWAYS REPLACE DISKS IN THEIR JACKETS •
- ALWAYS HOLD A DISK BY ITS LABEL •
- DON'T REMOVE DISKS WHEN THE DISK DRIVE'S LIGHT IS ON •
- TREAT YOUR COMPUTER WITH TENDER LOVING CARE! •



BONUS:
Which computer lab rule do you think is the most important, and why? Write a paragraph or draw a picture on the back of this worksheet showing your answer.

Permission to reprint granted for classroom use by Teaching and Computers.

ISSUES
SKILLS
APPLICATION

Computer Skills Curriculum 3

Grade: 3
Competency 2.1: Identify the physical components of a computer system as either input, output, or processing devices.
Measure 2.1.1: Label pictures of a computer keyboard, disk drive, monitor, printer, and CPU as input, output, or processing devices.

Materials Needed: Pictures of the physical components of a computer system: monitor, keyboard, CPU, disk drive, printer; index cards each with one of the words input, output, or processing.

Grade: 3
Competency 2.5: Demonstrate correct use of hardware and software.
Measure 2.5.1: Make up a skit that demonstrates the correct and incorrect operation and handling of hardware and software.

Materials Needed: Examples of correct and incorrect operation and handling of hardware and software; computer system; diskette; word processing software (optional) for skit writing.

Vocabulary Used In This Lesson

central processing unit (CPU): The main component, or "brain," of a computer. It is the chip that performs all of the information processing. The piece of hardware that contains the CPU is often called the CPU.

disk drive: The device that reads from and writes to a floppy disk or hard disk.

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information.

input: 1. The process of entering information into a computer. 2. The information entered or put into a computer for processing.

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys.

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube.

output: 1. The process of displaying, printing, or storing information produced by a computer. 2. The information produced by the computer, as a result of processing, that is sent to devices that display, print, or store it.

processing: The manipulation of data by a computer in accordance with its instructions, or programming.

printer: A mechanical output device that can print text, and sometimes graphics, on paper.

TERMS

Disk Drive
Keyboard
Monitor
CPU
Printer
Diskette
Input
Output
Processing

Terms, Operations, and Care
Gr. K-3

booting: The process of loading the operating system software into memory to start up a computer. Also called *starting*.

central processing unit (CPU): The main component, or "brain," of a computer. It is the chip that performs all of the information processing. The piece of hardware that contains the CPU is often called the CPU.

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain.

cursor: A highlighted or bright (sometimes blinking) line or other mark that shows where information is being input; that is, where the next letter or character will appear. Sometimes the cursor is a special picture or icon.

disk drive: The device that reads from and writes to a floppy disk or hard disk.

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information.

hardware: The physical equipment of a computer, such as the screen/monitor, the keyboard, the Central Processing Unit, and the storage devices.

input: 1. The process of entering information into a computer. 2. The information entered or put into a computer for processing.

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys.

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube.

output: 1. The process of displaying, printing, or storing information produced by a computer. 2. The information produced by the computer, as a result of processing, that is sent to devices that display, print, or store it.

printer: A mechanical output device that can print text, and sometimes graphics, on paper.

processing: The manipulation of data by a computer in accordance with its instructions, or programming.

software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called *software*.

starting: The process of loading the operating system software into memory to start up a computer. Also called *booting*.

Primary source of definitions: Understanding Computers Through Applications (Student's Book and Teacher's Guide); Glencoe, Macmillan/McGraw-Hill.

Terms, Operation and Care

Vocabulary

(full list)

Glossary

and: A connector/term used in searching databases which indicates that for two statements/rules/criteria only records satisfying both statements/rules/criteria should be selected. (DB, Gr. 5)

animation: The design of making an object in such a way as to make it appear to have motion. (WP, Gr. 6)

arrange (sort): A process of organizing the records in a database in a specific order, either alphabetically (from A to Z or reverse alphabetically from Z to A) or numerically (from 0 to 9 or reverse numerically from 9 to 0). (DB, Gr. 5)

arrow keys: Keys on a keyboard that move the cursor left or right, up or down. (Kybdy, Gr. 1)

backspace/delete key: Key on a keyboard that moves the cursor to the left one space at a time and, on some keyboards and with most word processing software, deletes characters. (Kybdy, Gr. 1)

booting: The process of loading the operating system software into memory to start up a computer. Also called *starting*. (Terms..., Gr. 1)

bulletin board service (BBS): A place on the network where public messages can be left and one message can reach all users. (Tele, Gr. 4)

button: In hypermedia programs, as object or feature used to create links between different cards, to initiate other actions, or to reproduce sound. For example, a button can be created to send a message to a laserdisc player to run a video segment. (WP, Gr. 6)

camcorder: A hand-held video camera. (WP, Gr. 6)

caps lock key: Key on a keyboard that is used to key all capital letters. (Kybdy, Gr. 1)

card: In hypermedia programs, an electronic card that is used to store some type of data. Cards have different components used for information storage or actions. For example, a card might have a picture of a tiger, a button to press to hear sound, and text describing a tiger. Cards of information form a hypermedia stack. (WP, Gr. 6)

CD-ROM: Stands for Compact Disk Read Only Memory. An optical disk that can only be read from and not written to. (WP, Gr. 6)

cell: The intersection of a row and a column on a spreadsheet in which data can be entered. Cells are designated by their column letter and row number -- B4. (SpSht, Gr. 6)

centering: To place text horizontally or vertically in the middle of a page. (WP, Gr. 5)

central processing unit (CPU): The main component, or "brain," of a computer. It is the chip that performs all of the information processing. The piece of hardware that contains the CPU is often called the CPU. (Terms..., Gr. 2-3)

clip art: A series of picture files that are stored on a disk that can be "clipped" and pasted into a document. (WP, Gr. 6)

column: The vertical divisions of a spreadsheet that intersect the horizontal divisions (rows) to form cells in which data can be entered. columns are labeled alphabetically (A,B,C,...AB,AC,AD...). (SpSht, Gr. 6)

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain. (Kybdy, Gr. 1; Terms..., Gr. K-4)

computer accessible news sources: A computer database of news and information which is updated frequently, usually daily, and available to be searched by dates and keywords. (DB, Gr. 4)

computer generated effects: The use of a computer in making a film to create certain effects. (WP, Gr. 6)

computer graphics: The creation, display, and storage of pictures with a computer. (WP, Gr. 6)

computer-related vandalism: Act of damaging, altering, or destroying a computer, computer peripherals, computer software, or computer service. (Eth, Gr. 5-6)

computer virus: A computer program that can reproduce by changing other programs to include a copy of itself. It is a parasite program, needing another program to survive. (Eth, Gr. 8)

connectors: A term used in searching databases which indicates which records satisfying one statement/rule/criterion or both should be selected. The two most common connectors are "and" and "or." (DB, Gr. 5)

copy: To highlight a section or whole document and leave it unaffected but make a duplicate and put it in another place. (WP, Gr. 5)

copyright law: Law granting a legal right to a copyright holder which requires the permission of the copyright holder to make non-archival copies of the work in question. (Eth, Gr. 3, 6)

cursor: A highlighted or bright (sometimes blinking) line or other mark that shows where information is being input; that is, where the next letter or character will appear. Sometimes the cursor is a special picture or icon. (WP, Gr. 2; Terms..., Gr. 1)

data: A general term for pieces of information that a computer processes. (DB, Gr. 4)

database (computer, current, print): A collection of data organized for search and retrieval. Computer databases are accessed by computer; print databases are available in printed format. A current database is a collection of data updated frequently (hourly, daily, weekly, etc.) and is usually a computer database. (DB, Gr. 4)

delete/backspace key: Key on a keyboard that moves the cursor to the left one space at a time and, on some keyboards and with most word processing software, deletes characters. (Kybdy, Gr. 1)

desktop publishing: A computerized layout program that integrates graphics and text to produce a professional looking document. (WP, Gr. 6)

digitized effects: To change analog information into digital information that the computer can use to produce certain effects. For example, when a picture is scanned, the picture image is digitized. This means that the picture image is converted to a digital or numerical format. (WP, Gr. 6)

disk drive: The device that reads from and writes to a floppy disk or hard disk. (Terms..., Gr. K-3)

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information. (Terms..., Gr. K-3)

double space: When keying text, the act of spacing text two lines apart. (Kybdy, Gr. 1)

download: Transferring information electronically from another computer to your computer. (Tele, Gr. 4)

edit/editing: 1. To change or make corrections in a document. 2. To make any change to the contents of a database. (WP, Gr. 3; DB, Gr. 5)

electronic thesaurus: A disk-based thesaurus for on-screen use. (WP, Gr. 7)

e-mail: Private messages, called electronic mail, that are sent and received over a computer network. (Tele, Gr. 4)

enter/entering: To type an item of information into a field in a database. (DB, Gr. 5)

ESC key: Key on a keyboard that is used to "move around" with a program. (Kybdy, Gr. 1)

ethical: Conforming to accepted professional standards of conduct. (Eth, Gr. 7)

field/category: 1. An item of information in a record of a file in a database. 2. In hypermedia, an object or area on a card or page where text is entered. (DB, Gr. 5; WP, Gr. 6)

file: 1. A collection of related records in a database. 2. A word processing document. (DB, Gr. 5; WP, Gr. 3)

font: A specific design for a set of letters and characters. (WP, Gr. 6)

formula: A type of information that can be entered into a spreadsheet cell. It is a mathematical equation consisting of numbers, other cell designators, and symbols for mathematical operations. the result of the formula is displayed in the cell that holds the formula. (SpSht, Gr. 6)

freeware: A copyrighted program for which the user is not obligated to compensate the author in any manner; a form of shareware. (Eth, Gr. 3)

grammar checker: A software program that checks for possible grammar mistakes. Suggestions or corrections are often given. (WP, Gr. 7)

graphing: A feature in a software program that allows numerical data to be interpreted as a graph or chart. (WP, Gr. 6)

hacker: Computer users who enjoy tinkering with computers as a way to develop new features or who intentionally access a single computer, system or a network without permission to do so. They can be there simply to look around or they can be there to destroy. (Eth, Gr. 8)

hardware: The physical equipment of a computer, such as the screen/monitor, the keyboard, the Central Processing Unit, and the storage devices. (Terms..., Gr. 1-3)

home row keys: 1. The starting point for your hands when beginning to keyboard using common keying techniques. The keys on the keyboard *a, s, d, f, j, k, l, ;* are home row keys. 2. Keys on a keyboard which contain the letters *a, s, d, f, g, h, j, k, l, ;* and used for positioning the hands in typing. 3. The row of keys called the "middle row" in some keying technique methods. (WP, Gr. 2; Kybdy, Gr. 1)

HyperCard/HyperStudio/LinkWay: Authoring systems that allow for text, graphics, sound, animation, and other effects to be composed for a presentation or for organizing information; hypermedia. (WP, Gr. 6)

hypermedia: A way (for users and programmers) to gather, organize, present, search and customize information from multimedia, databases, and other types of stored information. HyperCard, HyperStudio, and LinkWay are three examples of hypermedia programs. (See button, card, field.) (WP, Gr. 6)

hypertext: "Active text" where one word is linked to another into a computer program; a type of indexing system. (See hypermedia, button, card, field.) (WP, Gr. 6)

information accessing: Process of searching for information, usually located in a database. Most commonly used when a computer database is to be searched. (DB, Gr. 5)

information highway: A term used when discussing information networks of the future which will likely carry video and audio as well as computer data. (Tele, Gr. 4)

input: 1. The process of entering information into a computer. 2. The information entered or put into a computer for processing. (Terms..., Gr. 3)

insert: Key on a keyboard or function of word processing software that is used to insert text without deleting previously keyed text. (Kybdy, Gr. 1)

intellectual property: Ideas put into actions, such as writing, music, art, computer code, and inventions, that can be protected under copyright or patent laws. (Eth, Gr. 7)

Internet: A global network of thousands of other computer networks that offers e-mail and information retrieval services to millions of people. (Tele, Gr. 4)

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys. (Kybdy, Gr. 1; Terms..., K-3)

label: A type of data that can be entered into a spreadsheet cell. It consists of words that usually label a column or row of numbers. (SpSht, Gr. 6)

laserdisc: A disc that is recorded with sound and pictures and read on a laserdisc player by a laser beam. (WP, Gr. 6)

laser printer: A printer that produces high quality images using a method similar to that of a photo copying machine. (WP, Gr. 3)

layout: The physical placement of texts and graphics in a document. (WP, Gr. 6)

letter keys: Keys on a keyboard which contain the letters of the alphabet. (Kybdy, Gr. 1)

load: To enter a program or file into a computer's memory. (WP, Gr. 2)

logic bomb: A destructive computer program similar to a virus that does not reproduce itself. It acts based on a predetermined event. (Eth, Gr. 8)

log off: The act of signing off of and disconnecting from a computer system. (Tele, Gr. 4)

log on: The act of connecting with a computer system and entering your user identification and password. (Tele, Gr. 4)

modem: A device that permits a computer to transmit and receive data over a telephone line. (Tele, Gr. 4)

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube. (Terms..., Gr. K-3)

morphing: Used to create exciting visuals and special effects in movies. A film image is scanned into the computer then changed by a graphics artist. This image is sometimes combined with images created on the computer and then integrated into a film clip to make effects that look real. (WP, Gr. 6)

move: To rearrange text in a document. (WP, Gr. 6)

multimedia: The merging of traditional computer creation with other media such as laserdisc, television, CD-ROM, sound and video. (WP, Gr. 6)

number keys: Keys on a keyboard which contain the numbers 0-9. (Kybdy, Gr. 1)

or: A connector/term used in searching databases which indicates that for two statements/rules/criteria all records satisfying either one statement/rule criterion or both statements; rules/criteria should be selected. (DB, Gr. 5)

outliner: A software program that will assist the user in producing an outline. (WP, Gr. 6)

output: 1. The process of displaying, printing, or storing information produced by a computer. 2. The information produced by the computer, as a result of processing, that is sent to devices that display, print, or store it. (Terms..., Gr. 3)

piracy: The unauthorized duplication and distribution of copyright-protected software. (Eth, Gr. 6)

posture: The position of the body or of parts of the body. (Kybdy, Gr. 1)

print: To produce a copy of the document onto paper, computer screen, or diskette. (WP, Gr. 3)

printer: A mechanical output device that can print text, and sometimes graphics, on paper. (Kybdy, Gr. 1; Terms..., Gr. K-3)

private data: Information which is confidential and only ethically available to selected individuals. (Eth, Gr. 8)

processing: The manipulation of data by a computer in accordance with its instructions, or programming. (Terms..., Gr. 3)

public data: Information which is available ethically to any user. (Eth, Gr. 8)

public domain program: A non-commercial, copyrighted program free of public restriction. Software placed in the public domain can be copied and used without charge. (Eth, Gr. 3)

record: A collection or listing of related fields or categories in a database file. (DB, Gr. 5)

report: A display (on the screen or printed onto paper) of the records or parts of the records of a database that satisfy a particular search or sort. (DB, Gr. 5)

retrieve: To load a file from a diskette or hard drive. (WP, Gr. 3)

return/enter key: Key on a keyboard that is used to enter information into a microcomputer or to return the cursor to the beginning of a new line. (Kybdy, Gr. 1)

row: The horizontal divisions of a spreadsheet that intersect the vertical divisions (columns) to form cells in which data can be entered. Rows are labeled numerically (1,2,3,4,...). (SpSht, Gr. 6)

save: To store a file on diskette or hard drive for future use. (WP, Gr. 2)

scanner: A peripheral device that converts text or pictures into bit-mapped data that is put into a computer. The digitized images can then be edited. (WP, Gr. 6)

select/search: A process of choosing all records of a database that meet or satisfy a statement, rule or criterion. A search may be based on a single statement, rule or criterion or a combination of statements, rules, or criteria joined by a connector of "and" or "or." This process is called also *find*, *match*, or *query* in some database software. (DB, Gr. 5)

shareware: Programs like public domain but ones for which the author/developer requests a donation if you use the software. (Eth, Gr. 3)

shift key: Key on a keyboard that is used to capitalize letters when pressed with that letter key. (Kybdy, Gr. 1)

software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called *software*. (Kybdy, Gr. 1; Terms..., Gr. 1-3)

sort (arrange): A process of organizing the records in a database in a specific order, either alphabetically (from A to Z or reverse alphabetically from Z to A) or numerically (from 0 to 9 or reverse numerically from 9 to 0). (DB, Gr. 5)

space bar: Key on a keyboard that spaces the cursor forward one space at a time and produces a blank space when pressed. (Kybdy, Gr. 1)

spell checker: Part of a word processing program that uses a disk-based dictionary to check and correct misspellings in documents. (WP, Gr. 7)

spreadsheet: An applications program, used in financial forecasting, that can quickly handle calculations and perform evaluation. (SpSht, Gr. 6)

starting: The process of loading the operating system software into memory to start up a computer. Also called *booting*. (Terms..., Gr. 1)

strike: To tap or press the keys of a keyboard with a finger or thumb. (Kybdy, Gr. 1)

symbol key: Key on a keyboard that contains a symbol. (Kybdy, Gr. 1)

tab key: 1. Key on a keyboard that is used to move the cursor directly to a tab stop. 2. A key on the keyboard that causes the cursor to jump to a specific place such as to indent paragraphs or make columns. (Kybdy, Gr. 1; WP, Gr. 3)

telecomputing: 1. The act of sending (or receiving) information to another computer via modem and phone line or local area networks (LAN). The exchange of information can be within a building or around the globe. 2. Sending information electronically across a distance using a computer and modem. (Tele, Gr. 4; WP, Gr. 4)

text: The actual structure of words in a piece of writing or printing. (Kybdy, Gr. 1)

type styles: Features in a word processing program that allow for changes in the appearance of text such as bold, italics, and underlining. (WP, Gr. 6)

unethical: Not conforming to accepted professional standards of conduct.) (Eth, Gr. 7)

upload: Sending a disk file from your computer to another computer. (Tele, Gr. 4)

value: One type of data that can be entered into a spreadsheet cell. It consists of numbers that can be added, subtracted, etc. (SpSht, Gr. 6)

virtual reality: A lifelike world that is created by a computer in which participants can become part of the action. (WP, Gr. 6)

word processing: A process using a computer to input and edit text; a computer application that resembles typewriting but allows instant correction of errors, moving text to different locations, and other editing functions. (WP, Gr. 2)

word wrap: In word processing, the automatic movement of a word to the next line when it is begun near the end of a line of text on which it is too long to fit; it eliminates the need for typing a carriage return at the end of each line. (Kybdy, Gr. 1)

worm: A program similar to a computer virus, but it does not lie dormant nor does it need another program to run. (Eth, Gr. 8)

Primary source of definitions: Understanding Computers Through Applications (Student's Book and Teacher's Guide); Glencoe, Macmillan/McGraw-Hill. Additional definitions from "What is Cyberculture?" from BellSouth (1993), "The K-12 Guide to Legal Software Use" from Software Publishers Association (1993), and "Don't Copy That Floppy" from Software Publishers Association (1992).

Terms, Operation and Care

Vocabulary

(list by strands)

Ethical Issues, Gr. 1-8

computer-related vandalism: Act of damaging, altering, or destroying a computer, computer peripherals, computer software, or computer service.

computer virus: A computer program that can reproduce by changing other programs to include a copy of itself. It is a parasite program, needing another program to survive.

copyright law: Law granting a legal right to a copyright holder which requires the permission of the copyright holder to make non-archival copies of the work in question.

ethical: Conforming to accepted professional standards of conduct.

freeware: A copyrighted program for which the user is not obligated to compensate the author in any manner; a form of shareware.

hacker: Computer users who enjoy tinkering with computers as a way to develop new features or who intentionally access a single computer, system or a network without permission to do so. They can be there simply to look around or they can be there to destroy.

intellectual property: Ideas put into actions, such as writing, music, art, computer code, and inventions, that can be protected under copyright or patent laws.

logic bomb: A destructive computer program similar to a virus that does not reproduce itself. It acts based on a predetermined event.

piracy: The unauthorized duplication and distribution of copyright-protected software.

private data: Information which is confidential and only ethically available to selected individuals.

public data: Information which is available ethically to any user.

public domain program: A non-commercial, copyrighted program free of public restriction. Software placed in the public domain can be copied and used without charge.

shareware: Programs like public domain but ones for which the author/developer requests a donation if you use the software.

unethical: Not conforming to accepted professional standards of conduct.

worm: A program similar to a computer virus, but it does not lie dormant nor does it need another program to run.

Definitions from "What is Cyberculture?" from BellSouth (1993), "The K-12 Guide to Legal Software Use" from Software Publishers Association (1993), and "Don't Copy That Floppy" from Software Publishers Association (1992).

Terms, Operations, and Care
Gr. K-3

booting: The process of loading the operating system software into memory to start up a computer. Also called *starting*.

central processing unit (CPU): The main component, or "brain," of a computer. It is the chip that performs all of the information processing. The piece of hardware that contains the CPU is often called the CPU.

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain.

cursor: A highlighted or bright (sometimes blinking) line or other mark that shows where information is being input; that is, where the next letter or character will appear. Sometimes the cursor is a special picture or icon.

disk drive: The device that reads from and writes to a floppy disk or hard disk.

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information.

hardware: The physical equipment of a computer, such as the screen/monitor, the keyboard, the Central Processing Unit, and the storage devices.

input: 1. The process of entering information into a computer. 2. The information entered or put into a computer for processing.

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys.

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube.

output: 1. The process of displaying, printing, or storing information produced by a computer. 2. The information produced by the computer, as a result of processing, that is sent to devices that display, print, or store it.

printer: A mechanical output device that can print text, and sometimes graphics, on paper.

processing: The manipulation of data by a computer in accordance with its instructions, or programming.

software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called *software*.

starting: The process of loading the operating system software into memory to start up a computer. Also called *booting*.

Primary source of definitions: Understanding Computers Through Applications (Student's Book and Teacher's Guide); Glencoe, Macmillan/McGraw-Hill.

Keyboarding, Gr. 1-4

arrow keys: Keys on a keyboard that move the cursor left or right, up or down.

backspace/delete key: Key on a keyboard that moves the cursor to the left one space at a time and, on some keyboards and with most word processing software, deletes characters.

caps lock key: Key on a keyboard that is used to key all capital letters.

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain.

delete/backspace key: Key on a keyboard that moves the cursor to the left one space at a time and, on some keyboards and with most word processing software, deletes characters.

double space: When keying text, the act of spacing text two lines apart.

ESC key: Key on a keyboard that is used to "move around" with a program.

home row keys: Keys on a keyboard which contain the letters a, s, d, f, g, h, j, k, l, ; and used for positioning the hands in typing.

insert: Key on a keyboard or function of word processing software that is used to insert text without deleting previously keyed text.

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys.

letter keys: Keys on a keyboard which contain the letters of the alphabet.

number keys: Keys on a keyboard which contain the numbers 0-9.

posture: The position of the body or of parts of the body.

printer: A mechanical output device that can print text, and sometimes graphics, on paper.

return/enter key: Key on a keyboard that is used to enter information into a microcomputer or to return the cursor to the beginning of a new line.

shift key: Key on a keyboard that is used to capitalize letters when pressed with that letter key.

software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives.

space bar: Key on a keyboard that spaces the cursor forward one space at a time and produces a blank space when pressed.

strike: to tap or press the keys of a keyboard with a finger or thumb.

symbol key: Key on a keyboard that contains a symbol.

tab key: Key on a keyboard that is used to move the cursor directly to a tab stop.

text: The actual structure of words in a piece of writing or printing.

word wrap: In word processing, the automatic movement of a word to the next line when it is begun near the end of a line of text on which it is too long to fit; it eliminates the need for typing a carriage return at the end of each line.

(Definitions from Keyboarding and Applications (Glencoe, 1993), Understanding Computers through Applications (Glencoe, 1993), and PAWS Presents Computer Keyboarding (South-Western, 1991).)

animation: The design of making an object in such a way as to make it appear to have motion.

button: In hypermedia programs, as object or feature used to create links between different cards, to initiate other actions, or to reproduce sound. For example, a button can be created to send a message to a laserdisc player to run a video segment.

camcorder: A hand-held video camera.

card: In hypermedia programs, an electronic card that is used to store some type of data. Cards have different components used for information storage or actions. For example, a card might have a picture of a tiger, a button to press to hear sound, and text describing a tiger. Cards of information form a hypermedia stack.

CD-ROM: Stands for Compact Disk Read Only Memory. An optical disk that can only be read from and not written to.

centering: To place text horizontally or vertically in the middle of a page.

clip art: A series of picture files that are stored on a disk that can be "clipped" and pasted into a document.

computer generated effects: The use of a computer in making a film to create certain effects.

computer graphics: The creation, display, and storage of pictures with a computer.

copy: To highlight a section or whole document and leave it unaffected but make a duplicate and put it in another place.

cursor: A highlighted or bright sometimes blinking line or other mark that shows where the next letter or character will appear. Sometimes the cursor is a special picture or icon.

desktop publishing: A computerized layout program that integrates graphics and text to produce a professional looking document.

digitized effects: To change analog information into digital information that the computer can use to produce certain effects. For example, when a picture is scanned, the picture image is digitized. This means that the picture image is converted to a digital or numerical format.

edit: To change or make corrections in a document.

electronic thesaurus: A disk-based thesaurus for on-screen use.

field: In hypermedia, an object or area on a card or page where text is entered.

file: A word processing document.

font: A specific design for a set of letters and characters.

grammar checker: A software program that checks for possible grammar mistakes. Suggestions or corrections are often given.

graphing: A feature in a software program that allows numerical data to be interpreted as a graph or chart.

home row keys: The starting point for your hands when beginning to keyboard. The keys on the keyboard a, s, d, f, j, k, l, ; are home row keys.

HyperCard/HyperStudio/LinkWay: Authoring systems that allow for text, graphics, sound, animation, and other effects to be composed for a presentation or for organizing information; hypermedia.

hypermedia: A way (for users and programmers) to gather, organize, present, search and customize information from multimedia, databases, and other types of stored information. HyperCard, HyperStudio, and LinkWay are three examples of hypermedia programs. (See button, card, field.)

hypertext: "Active text" where one word is linked to another into a computer program; a type of indexing system. (See hypermedia, button, card, field.)

laserdisc: A disc that is recorded with sound and pictures and read on a laserdisc player by a laser beam.

laser printer: A printer that produces high quality images using a method similar to that of a photo copying machine.

layout: The physical placement of texts and graphics in a document.

load: To enter a program or file into a computer's memory.

morphing: Used to create exciting visuals and special effects in movies. A film image is scanned into the computer then changed by a graphics artist. This image is sometimes combined with images created on the computer and then integrated into a film clip to make effects that look real.

move: To rearrange text in a document.

multimedia: The merging of traditional computer creation with other media such as laserdisc, television, CD-ROM, sound and video.

outliner: A software program that will assist the user in producing an outline.

print: To produce a copy of the document onto paper, computer screen, or diskette.

retrieve: To load a file from a diskette or hard drive.

save: To store a file on diskette or hard drive for future use.

scanner: A peripheral device that converts text or pictures into bit-mapped data that is put into a computer. The digitized images can then be edited.

spell checker: Part of a word processing program that uses a disk-based dictionary to check and correct misspellings in documents.

tab key: A key on the keyboard that causes the cursor to jump to a specific place such as to indent paragraphs or make columns.

telecomputing: Sending information electronically across a distance using a computer and modem.

type styles: Features in a word processing program that allow for changes in the appearance of text such as bold, italics, and underlining.

virtual reality: A lifelike world that is created by a computer in which participants can become part of the action.

word processing: A process using a computer to input and edit text; a computer application that resembles typewriting but allows instant correction of errors, moving text to different locations, and other editing functions.

Primary source of definitions: Understanding Computers Through Applications (Student's Book and Teacher's Guide); Glencoe, Macmillan/McGraw-Hill.

Databases, Gr. 4-8

and: A connector/term used in searching databases which indicates that for two statements/rules/criteria only records satisfying both statements/rules/criteria should be selected.

arrange (sort) : A process of organizing the records in a database in a specific order, either alphabetically (from A to Z or reverse alphabetically from Z to A) or numerically (from 0 to 9 or reverse numerically from 9 to 0).

computer accessible news sources: A computer database of news and information which is updated frequently, usually daily, and available to be searched by dates and keywords.

connectors: A term used in searching databases which indicates which records satisfying one statement/rule/criterion or both should be selected. The two most common connectors are "and" and "or."

data: A general term for pieces of information that a computer processes.

database (computer, current, print): A collection of data organized for search and retrieval. Computer databases are accessed by computer; print databases are available in printed format. A current database is a collection of data updated frequently (hourly, daily, weekly, etc.) and is usually a compute database.

edit/editing: To make any change to the contents of a database.

enter/entering: To type an item of information into a field in a database.

field/category: An item of information in a record of a file in a database.

file: A collection of related records in a database.

information accessing: Process of searching for information, usually located in a database. Most commonly used when a computer database is to be searched.

or: A connector/term used in searching databases which indicates that for two statements/rules/criteria all records satisfying either one statement/rule criterion or both statements; rules/criteria should be selected.

record: A collection or listing of related fields or categories in a database file.

report: A display (on the screen or printed onto paper) of the records or parts of the records of a database that satisfy a particular search or sort.

select/search: A process of choosing all records of a database that meet or satisfy a statement, rule or criterion. A search may be base don a single statement, rule or criterion or a combination of statements, rules, or criteria joined by a connector of "and" or "or." This process is called *find, match,* or *query* in some database software.

sort (arrange) : A process of organizing the records in a database in a specific order, either alphabetically (from A to Z or reverse alphabetically from Z to A) or numerically (from 0 to 9 or reverse numerically from 9 to 0).

Primary source of definitions: Understanding Computers Through Applications (Student's Book and Teacher's Guide); Glencoe, Macmillan/McGraw-Hill.

Spreadsheet, Gr. 6-8

cell: The intersection of a row and a column on a spreadsheet in which data can be entered. Cells are designated by their column letter and row number -- B4.

column: The vertical divisions of a spreadsheet that intersect the horizontal divisions (rows) to form cells in which data can be entered. columns are labeled alphabetically (A,B,C,...AB,AC,AD...).

formula: A type of information that can be entered into a spreadsheet cell. It is a mathematical equation consisting of numbers, other cell designators, and symbols for mathematical operations. the result of the formula is displayed in the cell that holds the formula.

label: A type of data that can be entered into a spreadsheet cell. It consists of words that usually label a column or row of numbers.

row: The horizontal divisions of a spreadsheet that intersect the vertical divisions (columns) to form cells in which data can be entered. Rows are labeled numerically (1,2,3,4,...).

spreadsheet: An applications program, used in financial forecasting, that can quickly handle calculations and perform evaluation.

value: One type of data that can be entered into a spreadsheet cell. It consists of numbers that can be added, subtracted, etc.

Primary source of definitions: Understanding Computers Through Applications (Student's Book and Teacher's Guide); Glencoe, Macmillan/McGraw-Hill.

bulletin board service (BBS): A place on the network where public messages can be left and one message can reach all users.

download: Transferring information electronically from another computer to your computer.

e-mail: Private messages, called electronic mail, that are sent and received over a computer network.

information highway: A term used when discussing information networks of the future which will likely carry video and audio as well as computer data.

Internet: A global network of thousands of other computer networks that offers e-mail and information retrieval services to millions of people.

log off: The act of signing off of and disconnecting from a computer system.

log on: The act of connecting with a computer system and entering your user identification and password.

modem: A device that permits a computer to transmit and receive data over a telephone line.

telecomputing: The act of sending (or receiving) information to another computer via modem and phone line or local area networks (LAN). The exchange of information can be within a building or around the globe.

upload: Sending a disk file from your computer to another computer.

Primary source of definitions: Understanding Computer Through Applications (Student's Book and Teacher's Guide); Glencoe, Macmillan/McGraw-Hill.

Terms, Operation and Care

Vocabulary

(list by grade level)

Glossary Gr. K

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain. (Kybdy, Gr. 1; Terms..., Gr. K-4)

disk drive: The device that reads from and writes to a floppy disk or hard disk. (Terms..., Gr. K-3)

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information. (Terms..., Gr. K-3)

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys. (Kybdy, Gr. 1; Terms..., K-3)
monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube. (Terms..., Gr. K-3)

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube. (Terms..., Gr. K-3)

printer: A mechanical output device that can print text, and sometimes graphics, on paper. (Kybdy, Gr. 1; Terms..., Gr. K-3)

Glossary Gr. 1

arrow keys: Keys on a keyboard that move the cursor left or right, up or down. (Kybdy, Gr. 1)

backspace/delete key: Key on a keyboard that moves the cursor to the left one space at a time and, on some keyboards and with most word processing software, deletes characters. (Kybdy, Gr. 1)

booting: The process of loading the operating system software into memory to start up a computer. Also called *starting*. (Terms..., Gr. 1)

caps lock key: Key on a keyboard that is used to key all capital letters. (Kybdy, Gr. 1)

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain. (Kybdy, Gr. 1; Terms..., Gr. K-4)

cursor: A highlighted or bright (sometimes blinking) line or other mark that shows where information is being input; that is, where the next letter or character will appear. Sometimes the cursor is a special picture or icon. (WP, Gr. 2; Terms..., Gr. 1)

delete/backspace key: Key on a keyboard that moves the cursor to the left one space at a time and, on some keyboards and with most word processing software, deletes characters. (Kybdy, Gr. 1)

disk drive: The device that reads from and writes to a floppy disk or hard disk. (Terms..., Gr. K-3)

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information. (Terms..., Gr. K-3)

double space: When keying text, the act of spacing text two lines apart. (Kybdy, Gr. 1)

ESC key: Key on a keyboard that is used to "move around" with a program. (Kybdy, Gr. 1)

hardware: The physical equipment of a computer, such as the screen/monitor, the keyboard, the Central Processing Unit, and the storage devices. (Terms..., Gr. 1-3)

home row keys: 1. The starting point for your hands when beginning to keyboard using common keying techniques. The keys on the keyboard *a, s, d, f, j, k, l, ;* are home row keys. 2. Keys on a keyboard which contain the letters *a, s, d, f, g, h, j, k, l, ;* and used for positioning the hands in typing. 3. The row of keys called the "middle row" in some keying technique methods. (WP, Gr. 2; Kybdy, Gr. 1)

insert: Key on a keyboard or function of word processing software that is used to insert text without deleting previously keyed text. (Kybdy, Gr. 1)

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys. (Kybdy, Gr. 1; Terms..., K-3)

letter keys: Keys on a keyboard which contain the letters of the alphabet. (Kybdy, Gr. 1)

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube. (Terms..., Gr. K-3)

number keys: Keys on a keyboard which contain the numbers 0-9. (Kybdy, Gr. 1)

posture: The position of the body or of parts of the body. (Kybdy, Gr. 1)

printer: A mechanical output device that can print text, and sometimes graphics, on paper. (Kybdy, Gr. 1; Terms..., Gr. K-3)

return/enter key: Key on a keyboard that is used to enter information into a microcomputer or to return the cursor to the beginning of a new line. (Kybdy, Gr. 1)

shift key: Key on a keyboard that is used to capitalize letters when pressed with that letter key. (Kybdy, Gr. 1)

software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called *software*. (Kybdy, Gr. 1; Terms..., Gr. 1-3)

space bar: Key on a keyboard that spaces the cursor forward one space at a time and produces a blank space when pressed. (Kybdy, Gr. 1)

starting: The process of loading the operating system software into memory to start up a computer. Also called *booting*. (Terms..., Gr. 1)

strike: To tap or press the keys of a keyboard with a finger or thumb. (Kybdy, Gr. 1)

symbol key: Key on a keyboard that contains a symbol. (Kybdy, Gr. 1)

tab key: 1. Key on a keyboard that is used to move the cursor directly to a tab stop. 2. A key on the keyboard that causes the cursor to jump to a specific place such as to indent paragraphs or make columns. (Kybdy, Gr. 1; WP, Gr. 3)

text: The actual structure of words in a piece of writing or printing. (Kybdy, Gr. 1)

word wrap: In word processing, the automatic movement of a word to the next line when it is begun near the end of a line of text on which it is too long to fit; it eliminates the need for typing a carriage return at the end of each line. (Kybdy, Gr. 1)

Glossary Gr. 2

central processing unit (CPU): The main component, or "brain," of a computer. It is the chip that performs all of the information processing. The piece of hardware that contains the CPU is often called the CPU. (Terms..., Gr. 2-3)

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain. (Kybdy, Gr. 1; Terms..., Gr. K-4)

cursor: A highlighted or bright (sometimes blinking) line or other mark that shows where information is being input; that is, where the next letter or character will appear. Sometimes the cursor is a special picture or icon. (WP, Gr. 2; Terms..., Gr. 1)

delete/backspace key: Key on a keyboard that moves the cursor to the left one space at a time and, on some keyboards and with most word processing software, deletes characters. (Kybdy, Gr. 1)

disk drive: The device that reads from and writes to a floppy disk or hard disk. (Terms..., Gr. K-3)

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information. (Terms..., Gr. K-3)

hardware: The physical equipment of a computer, such as the screen/monitor, the keyboard, the Central Processing Unit, and the storage devices. (Terms..., Gr. 1-3)

home row keys: 1. The starting point for your hands when beginning to keyboard using common keying techniques. The keys on the keyboard *a, s, d, f, j, k, l, ;* are home row keys. 2. Keys on a keyboard which contain the letters *a, s, d, f, g, h, j, k, l, ;* and used for positioning the hands in typing. 3. The row of keys called the "middle row" in some keying technique methods. (WP, Gr. 2; Kybdy, Gr. 1)

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys. (Kybdy, Gr. 1; Terms..., K-3)

load: To enter a program or file into a computer's memory. (WP, Gr. 2)

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube. (Terms..., Gr. K-3)

printer: A mechanical output device that can print text, and sometimes graphics, on paper. (Kybdy, Gr. 1; Terms..., Gr. K-3)

save: To store a file on diskette or hard drive for future use. (WP, Gr. 2)

software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called *software*. (Kybdy, Gr. 1; Terms..., Gr. 1-3)

word processing: A process using a computer to input and edit text; a computer application that resembles typewriting but allows instant correction of errors, moving text to different locations, and other editing functions. (WP, Gr. 2)

Glossary Gr. 3

central processing unit (CPU): The main component, or "brain," of a computer. It is the chip that performs all of the information processing. The piece of hardware that contains the CPU is often called the CPU. (Terms..., Gr. 2-3)

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain. (Kybdy, Gr. 1; Terms..., Gr. K-4)

copyright law: Law granting a legal right to a copyright holder which requires the permission of the copyright holder to make non-archival copies of the work in question. (Eth, Gr. 3, 6)

disk drive: The device that reads from and writes to a floppy disk or hard disk. (Terms..., Gr. K-3)

diskette: The most common storage device used with microcomputers. 1. (also floppy disk) A flexible disk, made of thin plastic and magnetically coated. It is protected by a jacket that has openings to allow the disk drive to read or write information. 2. (also rigid disk) A floppy disk covered by a hard plastic jacket with a metal slide moved to read or write information. (Terms..., Gr. K-3)

edit/editing: 1. To change or make corrections in a document. 2. To make any change to the contents of a database. (WP, Gr. 3; DB, Gr. 5)

file: 1. A collection of related records in a database. 2. A word processing document. (DB, Gr. 5; WP, Gr. 3)

freeware: A copyrighted program for which the user is not obligated to compensate the author in any manner; a form of shareware. (Eth, Gr. 3)

hardware: The physical equipment of a computer, such as the screen/monitor, the keyboard, the Central Processing Unit, and the storage devices. (Terms..., Gr. 1-3)

input: 1. The process of entering information into a computer. 2. The information entered or put into a computer for processing. (Terms..., Gr. 3)

keyboard: An input device resembling a typewriter and consisting of a standardized layout of buttons or keys with symbols, such as letters or numbers, that can be entered into a computer by pressing on the keys. (Kybdy, Gr. 1; Terms..., K-3)

laser printer: A printer that produces high quality images using a method similar to that of a photo copying machine. (WP, Gr. 3)

monitor: A display screen designed as an output device for a computer and usually composed of a Cathode Ray Tube. (Terms..., Gr. K-3)

output: 1. The process of displaying, printing, or storing information produced by a computer. 2. The information produced by the computer, as a result of processing, that is sent to devices that display, print, or store it. (Terms..., Gr. 3)

print: To produce a copy of the document onto paper, computer screen, or diskette. (WP, Gr. 3)

printer: A mechanical output device that can print text, and sometimes graphics, on paper. (Kybdy, Gr. 1; Terms..., Gr. K-3)

processing: The manipulation of data by a computer in accordance with its instructions, or programming. (Terms..., Gr. 3)

public domain program: A non-commercial, copyrighted program free of public restriction. Software placed in the public domain can be copied and used without charge. (Eth, Gr. 3)

retrieve: To load a file from a diskette or hard drive. (WP, Gr. 3)

shareware: Programs like public domain but ones for which the author/developer requests a donation if you use the software. (Eth, Gr. 3)

software: Program material for computers; instructions to the CPU to tell it what to do with the data it receives. Software programs are usually stored on disks until needed. Sometimes a disk, with its program, is called *software*. (Kybdy, Gr. 1; Terms..., Gr. 1-3)

tab key: 1. Key on a keyboard that is used to move the cursor directly to a tab stop. 2. A key on the keyboard that causes the cursor to jump to a specific place such as to indent paragraphs or make columns. (Kybdy, Gr. 1; WP, Gr. 3)

Glossary Gr. 4

bulletin board service (BBS): A place on the network where public messages can be left and one message can reach all users. (Tele, Gr. 4)

computer: An electronic machine that can perform calculations and can process a large amount of information accurately and much more rapidly than the human brain. (Kybdy, Gr. 1; Terms..., Gr. K-4)

computer accessible news sources: A computer database of news and information which is updated frequently, usually daily, and available to be searched by dates and keywords. (DB, Gr. 4)

data: A general term for pieces of information that a computer processes. (DB, Gr. 4)

database (computer, current, print): A collection of data organized for search and retrieval. Computer databases are accessed by computer; print databases are available in printed format. A current database is a collection of data updated frequently (hourly, daily, weekly, etc.) and is usually a computer database. (DB, Gr. 4)

download: Transferring information electronically from another computer, to your computer. (Tele, Gr. 4)

e-mail: Private messages, called electronic mail, that are sent and received over a computer network. (Tele, Gr. 4)

information highway: A term used when discussing information networks of the future which will likely carry video and audio as well as computer data. (Tele, Gr. 4)

Internet: A global network of thousands of other computer networks that offers e-mail and information retrieval services to millions of people. (Tele, Gr. 4)

log off: The act of signing off of and disconnecting from a computer system. (Tele, Gr. 4)

log on: the act of connecting with a computer system and entering your user identification and password. (Tele, Gr. 4)

modem: A device that permits a computer to transmit and receive data over a telephone line. (Tele, Gr. 4)

telecomputing: 1. The act of sending (or receiving) information to another computer via modem and phone line or local area networks (LAN). The exchange of information can be within a building or around the globe. 2. Sending information electronically across a distance using a computer and modem. (Tele, Gr. 4; WP, Gr. 4)

upload: Sending a disk file from your computer to another computer. (Tele, Gr. 4)

Glossary Gr. 5

and: A connector/term used in searching databases which indicates that for two statements/rules/criteria only records satisfying both statements/rules/criteria should be selected. (DB, Gr. 5)

arrange (sort): A process of organizing the records in a database in a specific order, either alphabetically (from A to Z or reverse alphabetically from Z to A) or numerically (from 0 to 9 or reverse numerically from 9 to 0). (DB, Gr. 5)

centering: To place text horizontally or vertically in the middle of a page. (WP, Gr. 5)

computer-related vandalism: Act of damaging, altering, or destroying a computer, computer peripherals, computer software, or computer service. (Eth, Gr. 5-6)

connectors: A term used in searching databases which indicates which records satisfying one statement/rule/criterion or both should be selected. The two most common connectors are "and" and "or." (DB, Gr. 5)

copy: To highlight a section or whole document and leave it unaffected but make a duplicate and put it in another place. (WP, Gr. 5)

edit/editing: 1. To change or make corrections in a document. 2. To make any change to the contents of a database. (WP, Gr. 3; DB, Gr. 5)

enter/entering: To type an item of information into a field in a database. (DB, Gr. 5)

field/category: 1. An item of information in a record of a file in a database. 2. In hypermedia, an object or area on a card or page where text is entered. (DB, Gr. 5; WP, Gr. 6)

file: 1. A collection of related records in a database. 2. A word processing document. (DB, Gr. 5; WP, Gr. 3)

information accessing: Process of searching for information, usually located in a database. Most commonly used when a computer database is to be searched. (DB, Gr. 5)

or: A connector/term used in searching databases which indicates that for two statements/rules/criteria all records satisfying either one statement/rule criterion or both statements; rules/criteria should be selected. (DB, Gr. 5)

record: A collection or listing of related fields or categories in a database file. (DB, Gr. 5)

report: A display (on the screen or printed onto paper) of the records or parts of the records of a database that satisfy a particular search or sort. (DB, Gr. 5)

select/search: A process of choosing all records of a database that meet or satisfy a statement, rule or criterion. A search may be based on a single statement, rule or criterion or a combination of statements, rules, or criteria joined by a connector of "and" or "or." This process is called also *find*, *match*, or *query* in some database software. (DB, Gr. 5)

sort (arrange): A process of organizing the records in a database in a specific order, either alphabetically (from A to Z or reverse alphabetically from Z to A) or numerically (from 0 to 9 or reverse numerically from 9 to 0). (DB, Gr. 5)

Glossary Gr. 6

animation: The design of making an object in such a way as to make it appear to have motion. (WP, Gr. 6)

button: In hypermedia programs, as object or feature used to create links between different cards, to initiate other actions, or to reproduce sound. For example, a button can be created to send a message to a laserdisc player to run a video segment. (WP, Gr. 6)

camcorder: A hand-held video camera. (WP, Gr. 6)

card: In hypermedia programs, an electronic card that is used to store some type of data. Cards have different components used for information storage or actions. For example, a card might have a picture of a tiger, a button to press to hear sound, and text describing a tiger. Cards of information form a hypermedia stack. (WP, Gr. 6)

CD-ROM: Stands for Compact Disk Read Only Memory. An optical disk that can only be read from and not written to. (WP, Gr. 6)

cell: The intersection of a row and a column on a spreadsheet in which data can be entered. Cells are designated by their column letter and row number -- B4. (SpSht, Gr. 6)

clip art: A series of picture files that are stored on a disk that can be "clipped" and pasted into a document. (WP, Gr. 6)

column: the vertical divisions of a spreadsheet that intersect the horizontal divisions (rows) to form cells in which data can be entered. columns are labeled alphabetically (A,B,C,...AB,AC,AD...). (SpSht, Gr. 6)

computer generated effects: The use of a computer in making a film to create certain effects. (WP, Gr. 6)

computer graphics: The creation, display, and storage of pictures with a computer. (WP, Gr. 6)

computer-related vandalism: Act of damaging, altering, or destroying a computer, computer peripherals, computer software, or computer service. (Eth, Gr. 5-6)

copyright law: Law granting a legal right to a copyright holder which requires the permission of the copyright holder to make non-archival copies of the work in question. (Eth, Gr. 3, 6)

desktop publishing: A computerized layout program that integrates graphics and text to produce a professional looking document. (WP, Gr. 6)

digitized effects: To change analog information into digital information that the computer can use to produce certain effects. For example, when a picture is scanned, the picture image is digitized. This means that the picture image is converted to a digital or numerical format. (WP, Gr. 6)

field/category: 1. An item of information in a record of a file in a database. 2. In hypermedia, an object or area on a card or page where text is entered. (DB, Gr. 5; WP, Gr. 6)

font: A specific design for a set of letters and characters. (WP, Gr. 6)

formula: a type of information that can be entered into a spreadsheet cell. It is a mathematical equation consisting of numbers, other cell designators, and symbols for mathematical operations. the result of the formula is displayed in the cell that holds the formula. (SpSht, Gr. 6)

graphing: A feature in a software program that allows numerical data to be interpreted as a graph or chart. (WP, Gr. 6)

HyperCard/HyperStudio/LinkWay: Authoring systems that allow for text, graphics, sound, animation, and other effects to be composed for a presentation or for organizing information; hypermedia. (WP, Gr. 6)

hypermedia: A way (for users and programmers) to gather, organize, present, search and customize information from multimedia, databases, and other types of stored information. HyperCard, HyperStudio, and LinkWay are three examples of hypermedia programs. (See button, card, field.) (WP, Gr. 6)

hypertext: "Active text" where one word is linked to another into a computer program; a type of indexing system. (See hypermedia, button, card, field.) (WP, Gr. 6)

label: A type of data that can be entered into a spreadsheet cell. It consists of words that usually label a column or row of numbers. (SpSht, Gr. 6)

laserdisc: A disc that is recorded with sound and pictures and read on a laserdisc player by a laser beam. (WP, Gr. 6)

layout: The physical placement of texts and graphics in a document. (WP, Gr. 6)

morphing: Used to create exciting visuals and special effects in movies. A film image is scanned into the computer then changed by a graphics artist. This image is sometimes combined with images created on the computer and then integrated into a film clip to make effects that look real. (WP, Gr. 6)

move: To rearrange text in a document. (WP, Gr. 6)

multimedia: The merging of traditional computer creation with other media such as laserdisc, television, CD-ROM, sound and video. (WP, Gr. 6)

outliner: A software program that will assist the user in producing an outline. (WP, Gr. 6)

piracy: The unauthorized duplication and distribution of copyright-protected software. (Eth, Gr. 6)

row: The horizontal divisions of a spreadsheet that intersect the vertical divisions (columns) to form cells in which data can be entered. Rows are labeled numerically (1,2,3,4,...). (SpSht, Gr. 6)

scanner: A peripheral device that converts text or pictures into bit-mapped data that is put into a computer. The digitized images can then be edited. (WP, Gr. 6)

spreadsheet: An applications program, used in financial forecasting, that can quickly handle calculations and perform evaluation. (SpSht, Gr. 6)

type styles: Features in a word processing program that allow for changes in the appearance of text such as bold, italics, and underlining. (WP, Gr. 6)

value: One type of data that can be entered into a spreadsheet cell. It consists of numbers that can be added, subtracted, etc. (SpSht, Gr. 6)

virtual reality: A lifelike world that is created by a computer in which participants can become part of the action. (WP, Gr. 6)

Glossary Gr. 7

electronic thesaurus: A disk-based thesaurus for on-screen use. (WP, Gr. 7)

ethical: Conforming to accepted professional standards of conduct. (Eth, Gr. 7)

grammar checker: A software program that checks for possible grammar mistakes. Suggestions or corrections are often given. (WP, Gr. 7)

intellectual property: Ideas put into actions, such as writing, music, art, computer code, and inventions, that can be protected under copyright or patent laws. (Eth, Gr. 7)

spell checker: Part of a word processing program that uses a disk-based dictionary to check and correct misspellings in documents. (WP, Gr. 7)

unethical: Not conforming to accepted professional standards of conduct.) (Eth, Gr. 7)

Glossary Gr. 8

computer virus: A computer program that can reproduce by changing other programs to include a copy of itself. It is a parasite program, needing another program to survive. (Eth, Gr. 8)

hacker: Computer users who enjoy tinkering with computers as a way to develop new features or who intentionally access a single computer, system or a network without permission to do so. They can be there simply to look around or they can be there to destroy. (Eth, Gr. 8)

logic bomb: A destructive computer program similar to a virus that does not reproduce itself. It acts based on a predetermined event. (Eth, Gr. 8)

private data: Information which is confidential and only ethically available to selected individuals. (Eth, Gr. 8)

public data: Information which is available ethically to any user. (Eth, Gr. 8)

of each line. (Kybdy, Gr. 1)

worm: A program similar to a computer virus, but it does not lie dormant nor does it need another program to run. (Eth, Gr. 8)